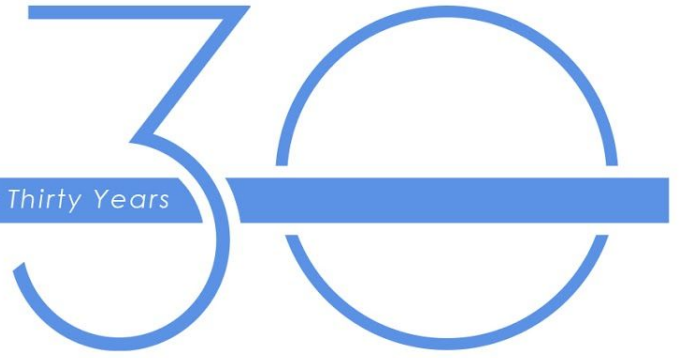


AMUN

Bringing Global Perspectives to Future Leaders for Thirty Years

**Everyday Diplomacy:
Educational Excellence**



American Model United Nations Conference Preparation Newsletter *Submitting Your AMUN Credentials: A How-To*

Greetings from the AMUN Secretariat. This newsletter is all about AMUN credentials. While your students are hard at work on drafting their position papers, we thought we'd let you have some homework too. Online credential submission is now open for the 2019 Conference. Completing this now means you will have a speedy, stress-free registration process. Instructions on how to submit credentials are below.

What Are Credentials?

At AMUN, your credentials are your name badges: they identify you and the country you simulate to the AMUN Secretariat, other Conference participants and Hotel Staff. Credentials are required to be worn at all times while in the Conference Hotel. No one will be allowed entry to AMUN simulations, faculty or student events or any other conference area without credentials. We provide specific credentials to faculty advisors and permanent representatives that identify them as such to AMUN Secretariat. Guest credentials will be available from the AMUN Executive Office in the Ohio room on Level 2.

How to Submit Credentials

All schools are encouraged to submit the names of their participants, along with the committee on which each person will be seated, in advance of the AMUN Conference. All credentials received via the [submission form](#) by end-of-day on Thursday, 21 November, will be processed and printed prior to the Conference. Your group's credentials will be waiting at registration for your approval. Pre-submission of credentials is required to qualify for [express registration](#).

To submit your credential information, follow these steps:

1. Have your list of representatives and their committee assignments ready.

2. In the website submission form, enter the email address AMUN has on file for your school, then the countries you're representing will be listed. Choose the country for which you would like to enter credentials.
3. In the correct slot, enter each name exactly as you would like it to appear on the credentials. Do not enter names in all capital letters.
4. Select which Representative will be acting as the Permanent Representative. If the representative will not be participating primarily in a specific committee, they should be listed as a "Floating Permanent Representative."
5. Designate which Representative should be contacted if the delegation is needed in one of the Security Council simulations. Only P5 delegations may skip this step.
6. If you have a case before the International Court of Justice, designate which representative(s) will act as the advocates. Their credentials will list their primary committee assignment.
7. Review names for spelling and ensure all representatives have been entered.
8. Select Save and Submit.
9. You may return to the form later to enter changes as needed. Having accurate information in our system will also make registration quicker and easier.
10. Faculty Advisors should be entered in the correct form; there is no charge for faculty. Please note that AMUN allows a maximum of four Faculty Advisors per school.

Remember, at registration delegations that do not pre-submit credentials will fill in the web-form as part of the registration process and will have to wait while the credentials are processed and printed.

AMUN's Country Pronunciation Guide

There's nothing that annoys the AMUN Secretariat more than when they turn on an olympic broadcast or a news channel and they hear Bob Costas butcher the pronunciation of "Côte d'Ivoire." If some of your students are Costa-ing their way through Member States, we've got a tool for you: the [AMUN Country Pronunciation Guide](#).

Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at mail@amun.org and we will be happy to help. As always, if you are no longer the primary contact for your school's Model UN club or class, please contact us at mail@amun.org with updated contact information or fill out our [Change of Address/Contact](#) form online.

Good Luck on Your Preparations,

Brianne E. Reeves
2019 Secretary-General

Shannon L. Dunn
AMUN Executive Director

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